

How to Use PRF46, Management Consultants, Program Coordinators and Planners Services Statewide Contract

Contract #: PRF46**Contract Duration:** 12/28/2010 to 12/31/14**MMARS #:** PRF46***Options to renew:** 1 option of 1 year through 12/31/15**Contract Manager:** Sorraia Tavares - 617-720-3304 sorraia.tavares@state.ma.us**This contract contains:** **Small Business Purchasing Program (SBPP), Supplier Diversity Office (SDO) Prompt Payment Discount (PPD) Programs****Last change date:** 2/14/2014

Contract Summary

Contract awards are for specialized services such as: Economics, Education, Engineering, Health and Social Services, Strategic Sourcing, Transportation, Financial Services, Energy, and the Environment. The contract may be expanded or further limited to the types of services which may be covered or required in the future. This may be done either by amendment or by "open enrollment" at any time during the term of the contract, including any extension periods when it is determined to be in the best interests of the Commonwealth.

The contract was awarded to 51 vendors with 48 active vendors listed on the Comm-PASS Vendor tab and below.

Benefits and Cost Savings

- Use of Quick Quote form increases order completeness and accuracy for savings;
- Maximum rates have been established for reference against an RFQ, Quick Quote or any negotiations;
- Soliciting quotes from at least three vendors is required prior to issuing an order*;
- Savings achieved through Statements of Work (sub-agreements) with listed deliverables & budget limits;
- Project Based Pricing, using contract hourly rates, will include all related ancillary project services;
- Ancillary costs in a Statement of Work cannot be exceeded once established and agreed upon;
- Vendors have local, regional, national and international experience;
- Vendor client base includes small and large clients who have a local and national presence;

*Exemption to this requirement has to be given by the Contract Manager for very specialized services.

Who Can Use This Contract?

Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions
02. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies
04. Local public libraries, public school districts and charter schools;
05. Public Hospitals, owned by the Commonwealth;
06. Public institutions of high education
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

Pricing plus Purchase Options & Requirements

Purchase Options: Purchases made through this contract will be direct outright purchases.

Compensation Structure/Pricing & Expenses:

Negotiations: Hiring Entities are entitled to negotiate down the maximum rates provided under this contract. Hiring entities should never pay higher rates than the maximum rates under this contract.

Maximum rates include: price charged for an individual's work, materials including copying and printing, ALL TRAVEL considerations, communications costs, overhead rates, overtime – including weekend and holidays, and other ancillary charges. Rates charged for “work per ____” are based on Individual per hour; and Individual per day.

Project Based Pricing: Contractors might be asked by a Hiring Entity to provide a project based price instead of what has been established by the maximum billing rates provided under this contract, however, the basis of a project based price will be predicated on the “work per ____” basis referenced herein. Under such requests contractors **must include** any and all ancillary services in the project price. Hiring Entities under no circumstance will pay additional invoices related to project based procurement.

Payments: The Hiring Entity may require work be paid in increments, as agreed upon deliverables are completed. All billing must be addressed to and with the Hiring Entities providing a breakdown of costs as required.

Quick Quote: This functionality is recommended for departments. Review [Job Aid: How to Create a Statewide Contract Quick Quote](#) when seeking quotes allowing PRF46 vendors to respond via their SmartBid account. Guidance for vendors would be to visit the [Statewide Contract Quick Quote Information](#) web page for information on responding to a Quick Quote or contact the Comm-PASS Help Desk at comm-pass@state.ma.us.

General Quotes: Hiring Entities are **required** to solicit quotes from at least three contractors prior to issuing an order. Exemption to this requirement has to be given by the OSD Contract Manager for very specialized services.

Additional Information

Important Facts for Buyers:

Statement of Work (SOW) Requirements: This is a solution-based contract, the type of services and scope of work which will be generated on a case by case basis in a sub-agreement as the SOW. Contract users are required to use the posted SOW or their department's equivalent version before starting any project with a vendor.

Business References: The Hiring Entity may require business references, as deemed appropriate.

Bonding: might be required and must be clearly declared in the SOW.

Rate Sheet: Ceiling Rates for all vendors are posted on Comm-PASS under the Forms & Terms tab for Management Consultants, Program Coordinators, and Planners on a per hour and per day basis.

Vendor List and Contract information

Awarded vendors are listed below. Refer to the “Vendor” tab of Comm-PASS (www.comm-pass.com) for vendor involvement in any of the following programs which will have the appropriate icon appearing against their name. Programs include Small Business Purchasing Program (SBPP), Supply Diversity Office Certification (SDO, formerly SOMWBA Certification), Supplier Diversity Program (SDP, formerly AMP), Environmentally Preferable Products Program (EPP) & Prompt Pay Discount PPD).

Awarded Vendors (48), see below:

Vendor	Contact Person	Email	Phone	OSD Program
Abt Associates, Inc	Christina Anderson	BDU@abtassoc.com	617-349-2856	PPD
Accenture	William Kilmartin	william.kilmartin@accenture.com	617-488-7785	PPD
American Development Institute	John Rizzo	jizzo@ad-institute.com	617-744-9234	SBPP, PPD
Bailit Health Purchasing	Michael Bailit	jbailit@bailit-health.com	781-453-1166	SBPP, PPD
Cambridge Systematics, Inc	Jennifer DiCarlo	prequalifications@camsys.com	617-354-0167	PPD
CDW Consultants, Inc	Yee Cho	ycho@cdwconsultants.com	508-875-2657	SBPP, SDO
Center for Ecological Technology	Nancy Nylen	nancyn@cetonline.org	413-445-4556	
Commonwealth Management Services	Jeanne Benincasa	jbenincasa@commonwealthms.com	781-608-7753	SDO, PPD
Debora Bloom Associates	Debora Bloom	DBloom@DBloomAssociates.com	617-323-6566	SBPP, SDO, PPD
Dougherty Management Assoc	Richard Dougherty	dickd@dmahealth.com	781-863-8003	SBPP, PPD
DSM Environmental Services, Inc	Ted Siegler	ted@dsmenvironmental.com	802-674-2840	PPD
Eastern Research Group	Gail Schubert	gail.schubert@erg.com	781-674-7350	PPD
EnerNOC	Conor Carlin	ccarlin@enernoc.com	617-692-2515	PPD
Fortress, Inc.	Albert Samano III	asamano@fortressteam.com	512-248-0548	SBPP, SDO, PPD
Green Building Concepts	Kimberly Cullinane	kim@greenbuildingconcepts.net	508.353.5806	SBPP, SDO, PPD
HDR Engineering, Inc	Kathy Duggan	kathy.duggan@hdrinc.com	617-357-7751	SBPP, PPD
Heidi L. Hoffman	Heidi Hoffman	email@heidihoffman.net	617-720-7123	SBPP, PPD
Hope Worden Kenefick Consulting	Hope Kenefick	hopenwk@comcast.net	508-440-5050	SBPP, PPD
HRP Associates Inc.	Jeffrey Sotek	jeff.sotek@hrpassociates.com	508-407-0009	PPD
ICF International	Erin Healy	EHealy@icfi.com	781-676-4043	PPD
Industrial Economics, Inc	Kyle Barney	KBarney@indecon.com	617-354-0074	PPD
Isurus Market Research and Consulting	John Cole	jcole@isurusmrc.com	617-547-2400	SBPP
Jane Moore Consulting	Jane Moore	jmooreconsulting@comcast.net	617-680-2508	SBPP, SDO, PPD
JSI Research & Training Institute	Lori McGowan	lmcgowan@jsi.com	617-482-9485	PPD
Justice Resource Institute	Andrew Pond	MARFP@jri.org	617-450-0500	SDO, PPD
Kessler Consulting, Inc	Mitch Kessler	mk@kesconsult.com	813-971-8333	PPD
Lynn Rose	Lynn Rose	lynnfaith@comcast.net	413-774-6540	SBPP, PPD
M+R Strategic Services	Lori Fresina	lfresina@mrss.com	617-686-3625	PPD
Mabbett & Associates, Inc	Paul Steinberg	steinberg@mabbett.com	781-275-6050	SBPP, PPD
Mathematica Policy Research, Inc	Pamela Tapscott	rpfcenter@mathematica-mpr.com	202-484-9220	PPD
MetaView Consulting & Coaching	Steve Frigand	sfrigand@metaviewcc.com	781-646-7180	SBPP, PPD
Nancy LaPelle Consulting	Nancy LaPelle	nlapelle@comcast.net	508-305-2627	SBPP, SDO, PPD
Navigant Consulting, Inc	Andrew Kinross	andrew.kinross@navigant.com	781-270-8486	
NJL Communication	Nancy Lyons	nancy@njlcommunication.com	617-791-3993	SBPP, PPD
Northeast Recycling Council	Lynn Rubinstein	n@nerc.org	802-254-3636	PPD
Pam McCarthy and Associates, Inc	Pam McCarthy	pammccarthy2@comcast.net	651-484-3467	
Peregrine Energy Group, Inc	Paul Gromer	info@peregrinegroup.com	617-367-0777	SBPP, PPD
Policy Studies Inc	Janie Faulk	smclaughlin@policy-studies.com	303-863-0900	PPD
Reidy Associates	Deborah Reidy	deborah@reidyassociates.org	413-536-9256	SBPP, SDO, PPD
Science Applications International Corp	Betty Kamara	betty.v.kamara@saic.com	407-803-2551	PPD
SITEC Environmental, Inc	A. Raymond Quinn	rquinn@sitec-engineering.com	413-536-9256	SBPP, PPD
Skumatz Economic Research Associates	Lisa Skumatz	skumatz@serainc.com	303-494-1178	PPD
Synapse Energy Economics Inc	Melissa Schultz	mschultz@synapse-energy.com	303-494-1178	SBPP, PPD
Tellus Institute	James Goldstein	jgold@tellus.org	617-266-5400	SBPP, PPD
The Cadmus Group, Inc	David Beavers	compass@CadmusGroup.com	617-673-7000	PPD
The Ripples Group	Thomas Innis	tinnis@ripplesgroup.com	617-435-8587	PPD
UMass Donahue Institute	Laura Eve-Cowles	leve-cowles@donahue.umassp.edu	413-545-0001	PPD
Ventana Systems, Inc	Mary Neil	mary@ventanasystems.com	413-567-7039	SBPP, PPD
Weston & Sampson Engineers, Inc	Kimberly Plourde	plourdek@wseinc.com	978-532-1900	PPD
World Energy Solutions, Inc	Jonathan Harvey	jharvey@worldenergy.com	508-459-8100	PPD

Strategic Sourcing Services Team Members

Team Member	Department	Contact Information
Charles Caron	DPH	Charles.caron@state.ma.us
Charles Tuttle	DEP	charles.tuttle@state.ma.us
Edith Blackney	DEP	Edith.Blackney@state.ma.us
Greg Cooper	DEP	Greg.Cooper@state.ma.us
Kristine Hill-Jones	EOPS	Christine.Jones@state.ma.us
Mary-Anne Siok	DOE	Mary-Anne.siok@state.ma.us
Richard Pishkin	Bunker Hill CC	rpishkin@bhcc.mass.edu

Summary of Where to Obtain Important Contract Information

To obtain in depth contract information please go to the Comm-PASS (www.comm-pass.com) website, click on "Contracts" then search by document number PRF46 to locate the following contract information:

Contract User Guide	"Forms & Terms" tab
Statement of Work (SOW)	"Forms & Terms" tab
New Rate Sheet	"Forms & Terms" tab
Request for Response (RFR)	"Forms & Terms" tab

End